

Texas work search log

A personal weekly worksheet | US Letter | 4 activity spaces

NAME

Alex Rivera (fictional)

WEEK BEGINNING

09/20/2026

WEEK ENDING

09/26/2026

YOUR ASSIGNED NUMBER

Use the number assigned to you. Four spaces here do not indicate your weekly requirement.

ACTIVITY 01

FICTIONAL

DATE

09/21/2026

WORK SEARCH ACTIVITY

Submitted online application

TYPE OF JOB

Customer support representative

EMPLOYER / SERVICE

Juniper Desk (fictional)

STREET ADDRESS OR URL

<https://example.com/jobs/support-101>

CITY, STATE, ZIP / ONLINE

Remote / Austin, TX

PHONE

Not listed

PERSON CONTACTED

Not supplied

CONTACT METHOD

Online application

RESULT / NEXT STEP

Application submitted; no reply yet.

ACTIVITY 02

FICTIONAL

DATE

09/22/2026

WORK SEARCH ACTIVITY

Emailed resume and cover letter

TYPE OF JOB

Administrative assistant

EMPLOYER / SERVICE

Cedar Office Co. (fictional)

STREET ADDRESS OR URL

jobs@example.com

CITY, STATE, ZIP / ONLINE

Dallas, TX

PHONE

Not listed

PERSON CONTACTED

Hiring team (name not supplied)

CONTACT METHOD

Email

RESULT / NEXT STEP

Email sent; awaiting response.

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ACTIVITY 03

FICTIONAL

DATE

09/23/2026

WORK SEARCH ACTIVITY

Submitted online application

TYPE OF JOB

Inventory coordinator

EMPLOYER / SERVICE

Maple Supply (fictional)

STREET ADDRESS OR URL

<https://example.com/jobs/inventory-204>

CITY, STATE, ZIP / ONLINE

Houston, TX

PHONE

Not listed

PERSON CONTACTED

Not supplied

CONTACT METHOD

Online application

RESULT / NEXT STEP

Confirmation received; no reply yet.

ACTIVITY 04

FICTIONAL

DATE

09/24/2026

WORK SEARCH ACTIVITY

Completed phone interview

TYPE OF JOB

Scheduling assistant

EMPLOYER / SERVICE

Willow Services (fictional)

STREET ADDRESS OR URL

<https://example.com/jobs/scheduling-305>

CITY, STATE, ZIP / ONLINE

San Antonio, TX

PHONE

Not supplied

PERSON CONTACTED

Recruiter (name not supplied)

CONTACT METHOD

Phone interview

RESULT / NEXT STEP

Interview completed; decision pending.